

HEADQUARTERS  
UNITED STATES EUROPEAN COMMAND  
APO AE 09128

DIRECTIVE  
NUMBER 5-5

6 February 1997

**ADMINISTRATIVE MATTERS**

Reports Concerning Distinguished Visitors (DV) and/or Responses to  
DV Requests for Information

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1. **Purpose.** This directive sets policies and procedures for reporting significant or controversial matters discussed with distinguished visitors and for responding to congressional requests for information.
  2. **Applicability.** Procedures and details contained in this ED apply only to distinguished visits involving the interests or mission of United States European Command (USEUCOM). Visits to a component command by DVs from that component's parent service are exempt from the provisions of this directive when the visit pertains to matters concerning that service only.
  3. **Internal Control Systems.** This Directive contains internal control provisions and is subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
  4. **Suggested Improvements.** The Office of the Secretary of the Joint Staff, U.S. European Command, is the proponent for this publication. If you have suggestions for improvements, or if you find errors, please let us know. Our phone numbers are 430-4451/4453, or LAN us at 2314.
  5. **References.**
    - a. DOD Directive 5400.4, Provision of Information to Congress.
    - b. DOD Directive 5400.11, DOD Privacy Program.
    - c. DOD Directive 5400.7-R, DOD Freedom of Information Act Program.

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This Directive supersedes ED 5-5, dated 19 Feb 86.

d. AR 1-20, Legislative Liaison.

e. SECNAVINST 5730.5G, Procedures for Handling naval Legislative Affairs and Congressional Relations.

f. AF Instruction 90-401, Air Force Relations with Congress.

6. **Explanation of Terms.**

a. Congress. The Senate and House of Representatives of the United States, their members, committees and subcommittees, and staffs of their members, committees, and subcommittees.

b. CODEL. Short title for Congressional Delegate(s) as defined in 3a above.

c. Distinguished Visitors (DV). CODELs, general/flag officers, civilian personnel of equivalent grade (GS-16 or its equivalent or above), high-level foreign visitors such as chiefs of state, heads of government, and heads of armed forces or services.

d. Action Legislative Liaison Office (ALLO). Normally, the Assistant to the Secretary of Defense (Legislative Affairs) designates his office or a Service Secretary's Director of Legislative Liaison as the action agency for each CODEL visit. The office so designated is the ALLO for a particular visit and the directive of the parent department of the organization visited concerning congressional visits will apply to the visit, i.e., AR 1-20, SECNAVINST 5730.5G or AFINSTR 90-401. If an ALLO is not designated for a CODEL visit, the term refers to the Assistant to the Secretary of Defense (Legislative Affairs).

7. **Policy on Providing Information.**

a. To CODELS. Congress frequently requests information related to the programs and operations of field commands, including USEUCOM. The policy of the United States Commander in Chief EUROPE (USCINCEUR) is to cooperate with Congress to make information available to Congress, its committees, and staff members commensurate with the "right and need to know" and in accordance with reference 2a through 2f.

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b. To other DVs. It is USCINCEUR's policy to cooperate with lateral and higher headquarters and to provide information commensurate with current security directives and the "right and need to know."

8. **Reporting visits by High-Level Officials.** Component commanders and Security Assistance Organizations (SAO) will:

a. Provide the following information to ECJS whenever a visit by a high-level official is proposed, either by U.S. or foreign officials.

- (1) Name, rank, and position of the visitor.
- (2) Date of the visit.
- (3) Place of the visit.
- (4) U.S. unit or installation sponsoring the visit.
- (5) Purpose of the visit.
- (6) Proposed discussion subjects.

b. After the visit, send a message summary to ECJS, of significant points discussed and results, including information discussed with the official affecting this command.

c. Send a timely report of CODEL visits:

(1) When the CODEL proceeds to other USEUCOM units/activities, and if a message cannot be transmitted before CODEL arrival, call the next office on the itinerary. Provide a summary of significant points or controversial issues. Forward a more detailed report to this headquarters within three duty days of visitor departure.

(2) When the CODEL terminates the visit in theater with U.S. military units/activities, call this headquarters within one duty day following visitor departure.

d. Forward visit reports for other DV visitors to this headquarters, ATTN: ECJS, when it would interest the USCINCEUR/DCINCEUR. No reports are required on U.S. military visitors unless there is something significant about the visit.

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**6 Responding to Congressional Requests for Classified Documents.**

Directors and office chiefs and component commanders and SAOs will provide classified documents to CODELs under the applicable directives concerning congressional visits (i.e., AR 1-20 or SECNAVINST 5730.5G or AFINSTR 90-401 and DOD Directive 5400.4 and DOD 5400.7R and DOD 5400.11), current security directives, and the following:

a. When releasability of a document **is not** in question, deliver it to the ALLO escort officer. If an ALLO escort officer is not accompanying the CODEL, send the document to the ALLO for delivery to the CODEL's Washington office.

b. When the releasability of a document **is** in question, inform the CODEL that the document is being sent to the ALLO for delivery to the CODEL's Washington office. Send these documents to this headquarters by the fastest means. Before transmittal, recommend attach to each document a recommendation regarding releasability of the document to the CODEL. At this headquarters, the OPR will review each document and prepare a recommendation for release of the document to Congress for approval by the Command Group, HQ USEUCOM. After Command Group review, the OPR will forward the document(s) to the ALLO through the JCS, if appropriate.

c. List by title all documents released to a CODEL in the visit report required by paragraph 8b.

7. **Reports Control Symbol.** The report required by paragraph 8a has been assigned RCS: ECJS-21. Send the reports required by paragraph 8b to this headquarters office symbol ECJS. All reports may be electrically transmitted during the imposition of MINIMIZE.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

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